**CBUS 214: Spreadsheet Applications for Business**

**Lad Assignment 2**

**Date: 12/2/2015**

1. Start Excel to create a new workbook.
2. Save the workbook file with the name *Excel2YourName* .
3. Enter the following information in cells A1 – C9. Replace *yourname* with your first and last name.
4. Ensure that all the information is visible within the column boundaries. This will require you to resize columns.

Your spreadsheet will look as follows in Excel.

|  |  |  |  |
| --- | --- | --- | --- |
|  | A | B | C |
| 1 | Name | Genre | Number of books |
| 2 | J Smith | Science fiction | 50 |
| 3 | B Doe | Non-fiction | 110 |
| 4 | S Spade | Mystery | 200 |
| 5 | F Zappa | Science fiction | 1400 |
| 6 | F Zappa | Science fiction | 2300 |
| 7 | J Smith | Mystery | 150 |
| 8 | B Doe | Non-fiction | 75 |
| 9 | *yourname* | Non-fiction | 800 |

1. As shown in the figure below:
   1. Add the new row for S Spade with the data that’s shown below (between the original rows 7 and 8).
   2. **Add a column** for gender and the data as shown below (between the original columns A and B). Enter the appropriate gender for yourself in the last row.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | A | B | C | D |
| 1 | Name | Male/Female | Genre | Number of books |
| 2 | J Smith | F | Science fiction | 50 |
| 3 | B Doe | M | Non-fiction | 110 |
| 4 | S Spade | F | Mystery | 200 |
| 5 | F Zappa | M | Science fiction | 1400 |
| 6 | F Zappa | M | Science fiction | 2300 |
| 7 | J Smith | F | Science fiction | 150 |
| 8 | S Spade | F | Mystery | 1000 |
| 9 | B Doe | M | Non-fiction | 75 |
| 9 | yourname | M | Non-fiction | 800 |

1. **Center** the data in columns B and C.
2. Bold the data in cell 1, the column headings (ensure that the data all remains visible within the column boundaries).
3. Change the font color for cell 1 to blue.
4. Copy the formats that you have done for cell 1 to the entire row1.
5. Change the format of the data in column D to comma style (no decimal places showing).There is an icon on the home tab that sets it to comma style easily.
6. Add two new column labels to the right of the current columns; **Unit Price** and **Total Cost**. (They will be in columns E and F.) These two columns of data should be **currency type** so that the dollar sign is shown.
7. Calculate Total Cost (column F) as *column D times Column E*. You will type in a formula like this into cell F2: **=D2\*E2** (Be sure to begin the formula with an equal sign)
8. Add a border to all of the cells (A1-f10) using the Borders tool in the Fonts group on the Home Tab.
9. Fill the background color for the last column (column F) with green.
10. Change the page layout to landscape. Do this by clicking the Page Layout tab on the ribbon and then to Orientation to Landscape.
11. Click in cell F13 and Use the AVERAGE function to get the average of the Total Cost column.
12. Use the conditional formatting feature with column Male/Female. Fill the cell with red color if the gender = “F” and Fill the cell with green color if the gender = “M”.
13. Change workbook theme to Apex.
14. Save the workbook.

Your **final spreadsheet** should look like the following when printed.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name | Male/Female | Genre | Number of books | Unit Price | Total Cost |
| J Smith | F | Science fiction | 50 | $0.99 | $49.50 |
| B Doe | M | Non-fiction | 110 | $0.99 | $108.90 |
| S Spade | F | Mystery | 200 | $0.99 | $198.00 |
| F Zappa | M | Science fiction | 1,400 | $0.99 | $1,386.00 |
| F Zappa | M | Science fiction | 2,300 | $0.99 | $2,277.00 |
| S Spade | F | Science fiction | 1,000 | $0.99 | $990.00 |
| J Smith | F | Mystery | 150 | $0.99 | $148.50 |
| B Doe | M | Non-fiction | 75 | $0.99 | $74.25 |
| yourname | M | Non-fiction | 800 | $0.99 | $792.00 |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  | Average | $669.35 |